

ACADEMIC PROGRESSION (DLI) PROCEDURE

Section 1 - Preamble

- (1) This Procedure is effective from 1 September 2025.
- (2) This Procedure is pursuant to the Academic Progression (DLI) Policy.

Section 2 - Purpose

- (3) This Procedure is designed to:
 - a) provide direction for the staff of DLI when managing student academic progression matters, at module and program level.
 - b) provide students with guidance on the processes DLI will undertake to manage student academic progression, including how students will be monitored and supported.

Section 3 - Scope

- (4) This Procedure applies to all students in DLI Higher Education Programs.
- (5) This Procedure does not apply to DLI students enrolled in Pathway Programs. Refer to the Pathway Programs (DLI) Procedure.

Section 4 - Policy

- (6) This Procedure is pursuant to the Academic Progression (DLI) Policy.

Section 5 - Procedure

Support for students

- (7) DLI employs a range of strategies to assist students to manage their own academic performance, including:
 - a) identifying as early as possible Students who may be experiencing difficulty progressing in their enrolled program
 - b) notifying students experiencing difficulty progressing in their program of DLI support services and academic skill development opportunities available to help them improve their progress
 - c) providing proactive advice and support to assist students in developing strategies to address the factors impacting their progress
 - d) informal support through module teaching teams will also be provided to students in the form of formative and summative assessment and feedback.
 - e) identifying students who are unable to complete their program requirements (i.e. professional registration or accreditation requirements and/or inherent requirements) and providing them with alternative educational pathways, where possible.
- (8) Before the census date in each Trimester, DLI Student Services will contact all students to remind them of DLI's academic progress requirements and the services available to support students with their studies.

Reassessment

- (9) All students must be made aware of the additional fee implications caused by failure of academic modules at the start of their program, and this shall be communicated at the commencement of each academic year.
- (10) A student who fails any module, either by achieving an overall module mark of less than 50% or by failing hurdle requirement(s) will be required to rectify this fail, either by reassessment (reassessment of the failed assessment element(s)), or by repeating the module in its entirety.
- (11) Reassessment is the re-examining of the learning objectives which have been failed by a student at the first attempt to support students to achieve a minimum learning standard and progress in their program of study.
- (12) All eligible students will be given the opportunity to undertake reassessment during reassessment periods at the end of each Trimester and prior to commencement of the forthcoming program year.
- (13) Students may not seek reassessment to improve a passing grade unless required for professional accreditation and allowed under specific accreditation arrangements.
- (14) Students who have failed all elements of assessment at the first attempt of a module should not be advantaged over those who have failed only a part of the assessment and are not eligible for reassessment.
- (15) Where a student has undertaken a reassessment for a module and the module score after reassessment is an improvement on the original score and a pass, the score will count subject to a cap of 50.0%; otherwise the original percentage score will stand. The resulting percentage score will count towards the overall average used for degree classification.
- (16) Where reassessment is prohibited for reasons of professional accreditation this will be clearly stated in the assessment guidelines provided to students and alternative awards and other available options identified.
- (17) Where a student has failed more than 50% of their credit for that trimester and all module marks are within the 40-49.9% range, the APC will offer the student the option to choose which modules they wish to be reassessed for. Where a student does not make a choice, the two highest module results will be selected for reassessment, and any remaining modules will be repeated.

Rules for failure of OnTrack learning or Work Integrated Learning

- (18) Where OnTrack is employed for assessment, students who have exhausted the opportunities for reassessment within OnTrack's assessment mechanisms and the resulting overall mark fail (and/or any specific hurdle requirements have not been satisfactorily met), reassessment for these modules will take the form of a portfolio submission covering the relevant learning outcomes. Where the portfolio sufficiently demonstrates the required learning outcomes, a mark of 50.0% will be awarded; otherwise the original mark will stand, and students be treated as having failed the module and dealt with as above.
- (19) Where modules involve Work Integrated Learning (WIL) or placement, reassessment should as closely mirror the original task as is practicable. Where failure involves failing a particular hurdle requirement (specifically, the employer's assessment of performance during the WIL), this element is specifically excepted from reassessment and cannot be reassessed. The module as a whole must be repeated, as detailed below.

Rules and procedures for repeating modules

- (20) The following procedure must be borne in mind when a student repeats a module:

- a) Ordinarily, a student should only have one (1) repeat of a module, unless there are exceptional circumstances (special consideration).
- b) The student's record in a module subject to a repeat of the module will not include the constituent from previous attempts. Relevant DLI student administration staff will provide teaching staff with information on students at risk of unsatisfactory progress on the basis of failing a module that is being repeated;
- c) Where the module being repeated is a pre-requisite for any subsequent module(s) within the program, these subsequent modules cannot be studied until all relevant pre-requisites are completed;
- d) The student's total module enrolment for the academic year involving a repeated module shall be capped at 120 credits, inclusive of any repeated module(s);
- e) Where necessary, a student may be required to undertake additional trimester(s) of study on top of the initial period of registration, in order to fulfill the requirements for the award. Any fees for these additional trimester(s) will be pro-rata, based on the number of modules left to complete.
- f) Part-time course load: This option is available where the student meets the requirements for progression but are unable to take later year modules because they have yet to satisfy the necessary pre-requisites to carry a full study load, the module sequence / offerings may not enable them, or because a part-time enrolment is the outcome of an Academic Progress Committee or Examination Board.
- g) Exit awards: Where a student is no longer eligible to continue, or no longer wishes to continue with the program, and also meets the relevant criteria for an exit award, the relevant Board of Examiners shall make this award as defined in the Grading Schema and Award Classification.

The final option is available to final-year students only:

- h) Pass conceded
Where, after exhausting all opportunities for reassessment, a student has failed one module in such a way as to meet the criteria for pass conceded as defined below, the examination board should, subject to the learning outcomes for the program being met, normally concede credit such that the student can complete their award. Where pass conceded is applied, the module mark will still be considered for final classification decisions for the LU award.

Rules for Pass Conceded

- (21) A pass conceded grade for one module may be awarded where **all** of the following conditions are met:
- a) the student has been awarded a mark between 45% and 49% (inclusive) for the module for which the pass conceded grade is being considered
 - b) the student has not failed any hurdle requirement for that module
 - c) the student has not failed the module owing to the outcome of a substantiated breach of academic integrity or misconduct
 - d) The module failed and being considered for pass conceded is on the agreed list of modules for which pass conceded is available in the given program of study.

- (22) Decisions on the suitability of modules for pass conceded shall be approved by the Program Director in consultation with University Partners and the Office of the Rector. The list of suitable modules will be made clear to all students upon commencement of their studies.

Academic Progress Decisions

- (23) Academic Progress Committees and Examination Boards will determine whether a student is satisfactorily progressing on a program, giving full countenance to the history of Special Consideration, and reassessment or repeat opportunities. The categories given for Academic Progress are defined below in table 1.

Table One: Summary of Academic Progression Stages

Threshold	Intervention
AP0 – Satisfactory academic progress	
<p>To maintain satisfactory academic progress, a student must:</p> <ul style="list-style-type: none"> • pass the modules in which they are enrolled • achieve an overall average score of at least 50% for the academic year under review • satisfy all workplace-based learning requirements; • be on track to complete the program requirements within the maximum time for program completion • achieve an overall average score of at least 50% for the program (as per the Grading Schema and Award Classification). 	No intervention
AP1 - Reassessment	
<p>Triggered when a student:</p> <ul style="list-style-type: none"> • fails a module (40 to 49%) and receives an RI (Result not finalised) 	<p>The Academic Progress Committee notify the student that they are eligible for reassessment to support their academic progression, and:</p> <ul style="list-style-type: none"> • one reassessment opportunity is available per module; • the form of reassessment is usually the same as the first attempt; • reassessment is normally conducted in the reassessment period following each Trimester; • no more than 50% of a student's enrolled credit points in a Trimester can be reassessed; failed modules ineligible for reassessment must be repeated; and • all final module results are recorded on the student's academic transcript, noting: <ul style="list-style-type: none"> ○ pass results are capped at 50% ○ fail results (below 50%) trigger AP2 and the failed module must be repeated in the next available Trimester.
AP2 - Support Offered	

<p>Triggered when a student:</p> <ul style="list-style-type: none"> • fails a module for the first time; • fails 50% or more of their enrolled credit points in the Trimester under review, or • is unlikely to complete the program within the maximum period of study. 	<p>The Academic Progress Committee will notify the student that their academic progress is at risk, and will recommend specified support activities and services, including:</p> <ul style="list-style-type: none"> • identifying the support services that are available • assisting the student to prepare a plan to address any factors affecting their academic performance • assisting the student to plan the remainder of their program.
AP3 - Support and Sanction	
<p>Triggered when a student:</p> <ul style="list-style-type: none"> • fails a module for the second time; • fails a workplace-based assessment task for the first time; • fails 50% or more of their enrolled credit points in the Trimester under review, for the second time; • fails 50% or more of their enrolled credit points for one or more Trimesters in the year under review; • fails to achieve an overall aggregation score of 50% in the year under review; or • cannot complete their program within the maximum study period. 	<p>The Academic Progress Committee will notify the student that they are not making satisfactory academic progress and will offer specified activities and services, and:</p> <ul style="list-style-type: none"> • place condition/s on the student's enrolment or academic performance in the next study period, such as: <ul style="list-style-type: none"> ○ requiring the student to pass certain modules ○ limiting the number of modules the student can take to increase their likelihood of success ○ specifying which modules the student can take, or • require the student to transfer to another program if the student wishes to remain enrolled at the University, or • If the student has failed more than 50% of credit points for the second time, the Examination Board may suspend the student for a period of one year rather than imposing conditions on their enrolment.
AP4 – Considered for Exclusion	
<p>Triggered when a student:</p> <ul style="list-style-type: none"> • fails 50% or more of their enrolled credit points in the Trimester under review, for the third time; • does not meet the conditions that were placed on their enrolment during a previous Trimester; • fails any workplace-based placement for the second time; or • fails 50% or more of their enrolled credit points in the academic year under review; 	<p>The Academic Progress Committee will notify the student that they are not making satisfactory academic progress and will offer specified activities and services, and:</p> <ul style="list-style-type: none"> • place condition/s on the student's enrolment or academic performance; • require the student to transfer to another program; • suspend the student for a specified period and/or under specified conditions; or • exclude the student from their program and/or DLI.

<ul style="list-style-type: none"> • fails to achieve an overall average score of 50% for their program; or • exceeds the maximum period of study for their program. 	
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- (24) Examination Boards will have delegated responsibility for progressing students from one academic year to the next, and for making decisions relating to a student's academic progress, including the power to exit a student from the program. The decisions of the Examination Board will be informed by the work of the trimester Academic Progress Committees. The final meeting of the Academic Progress Committee shall be followed by the annual Examination Board, taking place at the end of the final trimester in the academic year, once the result of all examinations and reassessments are available.

DLI Academic Progress Committee

- (25) The DLI Academic Progress Committee shall be composed according to the DLI Academic Progress Committee Terms of Reference.
- (26) The DLI Academic Progress Committee will identify and notify any students who require formal action strategies based on final module results ratified by the Committee.
- (27) When making decisions, the Academic Progress Committee and Subcommittee decision-makers will be guided by the Decision-making Principles outlined in clause 5 of the Student Appeals (DLI) Policy.

Monitoring Academic Progress

- (28) The Academic Progress Committee will have responsibility for monitoring progress at the end of each academic trimester.
- (29) The Office of the DLI Rector will be responsible for administering the Academic Progress Committee.
- (30) Students will be encouraged to access support services where they:
- a) are enrolled in compulsory modules in the first year of a course, or modules designated by the Program Director, and fail an early summative assessment task nominated by the Module Chair, or
 - b) have failed a module, but less than thresholds specified as being at risk of or constituting unsatisfactory academic progress in the Progression (DLI) policy of their enrolled credit points, in the most recent Trimester.
- (31) Where the Academic Progress Committee identifies students who are not maintaining satisfactory academic progress, the Committee will contact the student and provide them with support as appropriate, drawing from actions set out in Schedule A: Actions to Support Academic Progression (DLI).
- (32) Where a student would have been supported through conditions on their enrolment or by exclusion, except that one or more of their results was finalised late, the Academic Progress Committee will take action according to Schedule A: Actions to support students at risk of or making unsatisfactory academic progress.
- (33) Student performance in compulsory placements will be monitored as part of standard Trimester-Based and Annual Academic Progression Reviews.

Notification and review

- (34) All correspondence relating to a student's academic progress will be sent to the student's DLI email address.
- (35) Academic Progress Committees will notify students identified under this Procedure, using the prescribed template, to explain:
- a) why the student's academic progress is of concern
 - b) any proposed action/s according to this Procedure
 - c) where the student may wish or may be required to attend a meeting to discuss their academic progress and any action/s
 - d) the circumstances in which a student may apply for a review of their academic progress and a proposed action/s
 - e) available dates when the student may apply for a review of their academic progress and any proposed action. Dates will be at least 10 days after the date of the notification.
- (36) All students who receive notification from an Academic Progress Committee regarding unsatisfactory academic progress must respond to the notification by email or other approved online method within the specified timeframe.
- (37) When a student notifies the Academic Progress Committee that they accept the proposed action, or do not respond within the specified timeframe, the Committee will notify the student that the action will be implemented or, if appropriate, noted in the student's record for future enrolment. Subsequent review of the action in this case is not permitted except if clause 41 applies. Where a student does not accept the proposed action, they may apply for a review of their academic progress and proposed conditions as below.

Applying for a review of academic progress and proposed interventions

- (38) A student may apply for a review of their academic progress and proposed conditions on their enrolment or academic performance or proposed exclusion from their program.
- (39) To apply for a review of academic progress and proposed conditions or exclusion, the student must lodge their application using the approved form by email or approved online method within 10 DLI working days of the date of notification of the proposed actions, along with a written submission explaining the:
- a) circumstances that have affected their academic performance and any supporting documents; where these are in a language other than English, they must be accompanied by a certified translation
 - b) action/s they have taken or plan to take to address those factors
 - c) action/s that they believe would be more appropriate for their circumstances.
- (40) DLI may agree to accept late review applications where exceptional circumstances outside the student's control have prevented the student from applying within the normal timeframe. Failure to thoroughly check email is not an exceptional circumstance.
- (41) The Chair, Academic Progress Committee will decide that there were:
- a) Exceptional circumstances, in which case the Academic Progress Committee will review the student's application in accordance with this Procedure or
 - b) no exceptional circumstances, in which case the student is informed in writing within five DLI working days of the Academic Progress Committee's decision and the reasons for that decision.

(42) This decision is not appealable.

Review of academic progress and proposed interventions

(43) The Chair, Academic Progress Committee will convene a meeting of the Academic Progress Committee to hear reviews of a student's academic progress and proposed interventions. The composition of the panel hearing the review will:

- a) have two or three members, with appropriate gender representation where possible, and may include a member/s of the student's program team
- b) be chaired by the Chair of the Academic Progress Committee or delegate
- c) include a staff member, either academic or professional, who is familiar with the structure and requirements of the student's program
- d) if appropriate, have a third member appointed by the Chair from a pool of appropriately trained staff from across DLI approved by the Joint Management Committee
- e) ensure members do not have any conflict of interest in reviewing the student's academic progress and proposed action.

(44) The Rector or delegate, with the support of University Partners, will ensure appropriate training of Academic Progress Committee members for their roles.

Review meeting

(45) If a student advises DLI that they wish to attend a review meeting to discuss their academic progress and proposed actions, the Academic Progress Committee or delegate will notify the student of:

- a) the date and location of the hearing
- b) the right to bring a support person with them who is not a practising lawyer
- c) where appropriate, the option to participate in the meeting by telephone or other technology.

(46) If the student does not attend a review meeting to discuss their progress, the Academic Progress Committee determines the outcome on the basis of the student's written submission and any other relevant information provided by the student or DLI.

(47) The review meeting will take place according to the following process:

- a) the Academic Progress Committee will first consider the student's written submission and other available information
- b) the Committee will then invite the student and support person (where relevant) to join them
- c) the student is given the opportunity to discuss their circumstances and why they do not think the conditions or exclusion would be appropriate for them, and to discuss other possible actions to improve their academic progress
- d) where the support person has expertise likely to assist the Committee on procedural, technical or factual matters or if the student requires reasonable adjustments, the Committee will allow the support person to speak on the student's behalf if the need arises.

(48) The Academic Progress Committee may adjourn a review meeting at any time, but wherever possible the same staff should continue to consider the student's situation at a later time. If it is not possible for the Subcommittee to reconvene in person, the decision may be made by

circulation. Where new information is considered, the student will have the opportunity to respond to it in person or in writing according to the nature of the reconvened meeting.

- (49) The Academic Progress Committee does not have to make a decision at the time of the review meeting and may take any additional time it requires to reach its decision, as soon as practicable but not exceeding 10 working days.
- (50) A decision of the Academic Progress Committee is reached in private, by simple majority with the Chair having the casting vote.
- (51) Where the Academic Progress Committee is persuaded that the reasons for the student's unsatisfactory academic progress have been addressed or no longer apply, or that an action would not be appropriate in the circumstances such as the student's subsequent results, it may vary the action as set out in Schedule A: Actions to Support Academic Progression (DLI).
- (52) The Academic Progress Committee may also offer specified support activities and services and make other recommendations.
- (53) When it has come to a decision, the Academic Progress Committee must notify the student within five working days and, where relevant, Deakin University and Lancaster University, of the decision, its reasons for the decision, and the right to appeal according to clauses 55-57.
- (54) Academic Progress Committees may recommend actions and outcomes for Examination Boards that emerge from observed patterns of performance arising from reassessment, repeated modules and academic progress interventions.

Appeals

- (55) A student may appeal an Academic Progress Committee decision to impose an outcome as a result of unsatisfactory academic progress to the DLI Appeals Panel.
- (56) Student appeals must be made on one or more of the following grounds:
 - a) a misapplication of process occurred that resulted in material disadvantage to the student;
 - b) that the decision was manifestly wrong;
 - c) the outcome imposed by the original decision maker was manifestly excessive, inappropriate or not available in the circumstances; and/or
 - d) new evidence that was not known or available at the time of the original decision is now available and could have affected the outcome of the decision.
- (57) The appeal must be lodged in writing within 20 working days of being notified of the decision according to the Student Appeals (DLI) procedure.

Records and Reporting

- (58) As soon as practicable after the Academic Progress Committee has reached its decision, the Student and Academic Services team will:
 - a) coordinate the implementation of the academic progress outcome except where the student appeals the outcome, in which case the decision will not be implemented until the University Appeals Committee process is complete, in accordance with the Student Appeals (DLI) Policy.
 - b) record the decision and outcome in a central register as well as on the student's record
 - c) securely retain or dispose of documents according to the Information and Records Management (DLI) Procedure.
- (59) The Chair, Academic Progress Committee will:

- a) report academic progress recommendations to Examination Boards
- b) provide an annual report to the DLI Joint Management Committee and University Partner Group/s as required, about processes within DLI, aggregated data (maintaining confidentiality) and analysis related to unsatisfactory academic progress and outcomes, trends over time and recommendations.

Section 6 - Definitions

(60) For the purpose of this procedure:

- a) **enrol:** the process of completing all required procedures including the payment of all prescribed fees and charges for the program and/or modules to be undertaken by the student and/or the status which results from the completion of the process.
- b) **module:** the basic component of an academic program. A module is identified by a module name (e.g. Chemistry 101), and an 'area and catalogue number' (e.g. CHEM 1007). A module is sometimes referred to as a subject or unit.
- c) **pass conceded:** a grade that may be awarded to enable a student to satisfy the requirements of the program.
- d) **reassessment:** an attempt, to achieve a passing mark where a module was failed at the first attempt. Reassessment should be of the same kind or type as the component initially failed, but where an entire module is failed, one component may stand in for the whole. Reassessment cannot be used to improve passing mark, and must be capped at the pass mark.
- e) **Repeat of a module:** an attempt to achieve a passing mark where a module was failed at the first attempt by re-studying an entire module's content, and re-attempting all assessment. Where a student is repeating a module, all marks from the first attempt will be removed from the student's record, but the record will note that this module was failed at the first attempt.

ASSOCIATED DOCUMENTS

- Academic Progression (DLI) Policy
- DLI Academic Progress Committee Terms of Reference
- Grading Schema and Award Classification
- Information and Records Management (DLI) Procedure
- Pathway Programs (DLI) Procedure
- Schedule A: Actions to Support Academic Progression (DLI)
- Student Appeals (DLI) Policy

DOCUMENT DETAIL	
Name of procedure	Progression (DLI) Procedure
Overarching legislation	<p>Australia Deakin University Academic Board Regulations Deakin University Act 2009 (Vic) Deakin University Statute Higher Education Standards Framework (Threshold Standards) 2021 Higher Education Support Act 2003 (Cth) Australian Qualifications Framework (AQF)</p> <p>United Kingdom National legislation, including advice provided by the Competitions and Markets Authority (CMA); The English higher education regulator, the Office for Students and its conditions of registration, and other relevant government bodies and agencies; The Charter, Statutes and Ordinances of the University of Lancaster.</p>
Approved by	Yayasan Governing Board
Approval date	18 June 2025
Date of effect	Upon promulgation
Version	Version 1.0
Date of review	Within 12 months of approval
DLI Approval	Joint Management Committee 13 June 2025
Deakin University Approval	International Branch Campus Working Group under the delegated authority of the Academic Board 2 June 2025
Lancaster University Approval	Policy Approval Sub-Group of Senate 28 th May 2025 Meeting number 4/ Agenda Item 3
Responsible Executive	DLI Rector
Implementation Officer	DLI Chief Operating Officer
Procedure superseded	N/A
Associated documents	
Summary	This Procedure documents processes relevant to monitoring and supporting academic progression for students enrolled in DLI Higher Education Programs.
Key words for online searching	Admission, entry requirements
Category	Academic
Target audience	Students, staff

Version	Authored by	Brief Description of the changes	Date Approved	Effective Date
1.0	University Partners	Academic Progression (DLI) Procedure	June 2025	Sept 2025